GLADWIN COUNTY 4-H
HORSE ASSOCIATION
BY-LAWS
Amended 9/10/15
Approved 10/8/15

ARTICLE I - NAME

The name of this organization shall be Gladwin County 4-H Horse Association.

ARTICLE II - PURPOSE

The purpose of the Association shall be:
1. To help youth develop project and life skills and to develop educational youth programs.
2. To provide guidance, leadership, direction and assistance in developing and conducting a county 4-H youth program.
3. To guide, advise, discuss and help solve problems in the local 4-H clubs.
4. To help find financial support for county 4-H youth programs.
5. To assist in good public relations for the 4-H youth programs.
6. To assist with county leadership development skills.
7. To assist in the orientation of new 4-H leaders.
8. To assume other responsibilities that are determined cooperatively by the 4-H Horse Association and the County MSU Extension Staff.

ARTICLE III – MEMBERS QUALIFICATION

General Membership will consist of:

A. All 4-H members actively enrolled in a horse project.
B. Any youth representative of a club that has members in a horse project.
C. All parents or guardians of youth enrolled in a horse project.
D. All 4-H volunteers who are active in the Gladwin County 4-H Youth Programs of a horse project.
E. If a member does not send a thank you to their trophy sponsor within 2 weeks of receiving their trophy, that member will not be allowed to show the following year.

ARTICLE IV - OFFICERS

Section 1. Officers
The officers of the 4-H Horse Association shall be President, Vice-President, Secretary, and Treasurer and optional co-officer for each position.

Section 2. Eligibility
In order to be an officer, you must be a registered 4-H leader, 4-H parent or 4-H member (who has reached the age of thirteen) and have participated in the 4-H Horse project for one year. Teens will be eligible for co-officers.
Section 3. Duties
A. The President shall preside at all meetings and exercise general supervision over the interest and welfare of the 4-H Horse Association.
B. The Vice-President shall assume the duties of the President in the absence of the President.
C. The Secretary shall write and maintain records of all meetings of the Association and provide minutes and correspondence to the Association.
D. The Treasurer shall prepare financial records of the Association and review them at each meeting with the membership. Treasurer is also responsible for preparing and presenting the budget at beginning of fiscal year for membership approval. In the event that a teen is elected Treasurer, then an adult Co-Treasurer must also be elected as well to sign the checks.

Section 4. Terms
A. All officers shall be elected by a majority of the eligible clubs (Art. 6, Sect. 4) present at the Annual Meeting.
B. Officers will serve for one year at which time they will be eligible for reelection.
C. Officers may serve for a maximum of three consecutive years in the same office, unless uncontested.
D. Co-officers duties shall be to assist the adult officer.

ARTICLE V - EXECUTIVE BOARD

Section 1. Membership
The Executive board of the 4-H Horse Association shall consist of the President, Vice-President, Secretary, Treasurer, and any co-officers elected by the members at the meeting in October.

Section 2. Vacancies
Any mid-term vacancies on the Executive Board shall be filled by appointment by the President.

Section 3. Duties
The Executive Board shall have authority to make decisions on behalf of the Association.

ARTICLE VI - MEETINGS

Section 1. Regular Meetings
Regular Membership meetings shall be held on the second Thursday of the month in September, October, January, February, March, April, May, and June at 7:00 p.m. at a location specified by the Executive Board.

Section 2. Special Meeting
A. A special meeting may be called upon the approval of the executive board with one week notice.
B. The Standing Committees can call meeting of their committee to do the business of that committee. The committees have the power to act and work within the budget set by the membership.
C. The information discussed at Committee Meetings is to be reported back to the Association at the next regular meeting.
Section 3. Annual Meeting
An Annual Meeting of the members shall be held the second Thursday in October of each year.

Section 4. Meeting Attendance
Each club must be represented at 5 of the 8 regular meetings or they will forfeit voting rights at the next Annual Meeting. Secretary will keep track of attendance. This will not include county-wide meetings, barn set-up, or the annual fish fry.

ARTICLE VII – VOTING PRIVILEGES – Regular/Special Meetings

Section 1. Voting Eligibility
A. Each club shall have one vote.
B. You must be present to vote.
C. Vote can be cast by leader, parent, or teen leader.
D. Must have members actively participating in horse project area to vote and can only represent one club throughout the year.
E. Refer to Article 6, Section 4 for meeting attendance guidelines.

Section 2. Voting Qualifications
A. Clubs must be registered and recognized through the MSU Extension Office.
B. A quorum for transaction of business during regular and special meetings shall consist of at least three or more horse clubs present. Majority rules.

ARTICLE VIII - COMMITTEES

Section 1. Standing Committees
Standing Committees shall consist of Replacement, Horse Show/Judging, Concession Stand, By-Laws and Rules, Incentive, State Horse Show, and Grounds Committee. Members can only join committees if they are present at the October meeting.

A. Replacement Committee shall consist of an appointed officer and two leaders. Duties shall be to review the replacement of an animal due to health, severe illness, debilitating injury, or uncontrollable behavior when requested by a 4-H member. This committee has the authority to replace project animals for the reasons listed or any other unforeseen circumstances.

B. Horse Show/Judging Committee shall consist of the President and two appointed members. Duties shall consist of organizing any horse shows sponsored by the Gladwin County 4-H Horse Project Association. Committee duties also include providing leaders with assigned time slot for working the shows.

C. Concession Stand Committee shall consist of the President, Treasurer, and no more than 2 volunteers who will organize the Rodeo Concession stand, Thurlow Auction (if handled by the Horse Project Association during the current year), as well as any horse show concessions. Committee duties also include providing leaders with assigned time slot for working the concession stand.
D. **Finance/Budget Committee** shall consist of the Treasurer and four elected members. Duties shall consist of preparing and presenting the annual budget and preparing and presenting monthly financial reports for the meetings.

E. **By-Laws and Rules Committee** shall consist of the Executive Board and no more than two members. Duties shall consist of collecting and reviewing all proposed changes to the By-Laws and Rules and then present them to the membership for approval.

F. **Incentive Committee** shall consist of an Executive Officer and two volunteer members. Duties shall consist of organizing the Incentive Program and buying incentive table items. They will also make three suggestions for high-point awards and present this to the leaders for pre-purchase approval. Duties also include appointing an incentive program announcer.

G. **State Horse Show Committee** shall consist of an Executive Officer and two leaders.

H. **Grounds Committee** shall consist of an Executive Officer and no more than three volunteers.

I. **Ability-Based Program Committee** shall consist of one person from each horse club.

**ARTICLE IX - PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of Robert’s Rules of Order Newly Revised shall govern the 4-H Horse Association in all cases in which they are applicable and in which they are not inconsistent with these by-laws and any special rules of order the Association may adopt.

**ARTICLE X - FISCAL YEAR**

The fiscal year of the 4-H Horse Association shall be September 1st to August 31st.

**ARTICLE XI - AMENDMENTS OF THE BY-LAWS, RULES, AND GUIDELINES**

**Section 1. By-Laws and Rules Committee**

A. A committee consisting of the Executive Board and no more than two members, advised by MSU Extension Staff, shall be elected.

B. This committee shall collect and review all proposed changes to the by-laws from the membership in writing before the September meeting.

C. The committee shall review all proposed changes and present them to the general membership for review and discussion at the September meeting.

D. Voting on By-Laws and Rules will take place at the annual meeting in October.

**Section 2. Voting**

A. By-Laws adoption requires a majority vote of the present eligible voting clubs to pass.

B. Rules adoption requires a majority vote of the present voting members to pass.